

Thank you for your interest in internship opportunities with the Columbian Park Zoo. Internships are available to current college/university students and recent graduates. Internships are unpaid, but provide numerous non-monetary rewards. Spring internships require a minimum commitment of 15 hours per week, and those with greater availability are encouraged to apply. A minimum 12-week commitment is required. (total 180 hours) **The deadline for submitting the 2018 Spring Internship application is 5pm on Friday, November 10, 2017.** Please note: If selected, interns MUST be available for a mandatory internship orientation on Monday, January 15th from 11:00am-5:00pm. We are unable to accommodate orientation conflicts.

Personal Information

Name:	_____		
	First	Middle Initial	Last
Current Address:	_____		
	Number, Street, Apt.		
	_____	_____	_____
	City	State	Zip
Permanent Address: (if different than above)	_____		
	Number, Street, Apt.		
	_____	_____	_____
	City	State	Zip
Telephone:	(_____) _____ - _____	Alternate Number:	(_____) _____ - _____
E-Mail:	_____		Are you 18 years or older? Yes____ No____

Educational Background

Institution Attending:	_____	GPA: _____
		<i>Minimum 2.50 required</i>
Major field of Study:	_____	Current year in college: _____
		<i>Fr, So, Jr, Sr, Grad</i>
Please briefly describe your career goals: _____		

Area of Interest

Please rank the followings in order of interest. (1= most interest, 6= least interest)

*Note: Internship areas vary by semester and candidate qualification

- | | | |
|--|--|------------------------------------|
| <input type="checkbox"/> General Exotic Animal Care (variety of species) | <input type="checkbox"/> Americas/Australia Exhibits | <input type="checkbox"/> Education |
| <input type="checkbox"/> Family Farm | <input type="checkbox"/> Landscape/Horticulture | <input type="checkbox"/> Marketing |

Please select one of the following:

☐ Please consider me for any area for which
I am qualified

OR

☐ I wish only to be considered for my top
choices

Availability

Available start date _____

Desired end date _____

Are you able to commit to a 12-week minimum period?

☐ Yes

☐ No

Are you able to work on weekends and holidays?

☐ Yes

☐ No

Are you applying with full-time or part-time availability?

☐ Full-Time (40hrs/wk)

☐ Part-Time (<40 hrs/wk)

If not available full time, how many hours per
week can you commit to the program?

** Please use the schedule sheet to clearly indicate your weekly availability*

Please list any days/times that you will not be available: _____

Goals

Please describe what you hope to gain from an internship with the Columbian Park Zoo:

Please indicate any previous work, volunteer, or internship experience as it relates to your selected area of interest:

Are you applying for school credit if selected for this internship?

☐ Yes

☐ No

Emergency Contact Information

Name: _____

Relationship: _____

Phone: (_____) _____ - _____

Name: _____

Relationship: _____

Phone: (_____) _____ - _____

Columbian Park Zoo

Spring Internship Availability Schedule

Name: _____

Semester: Spring 2018

Please indicate all blocks of time you are available to work. Consider travel time to and from the Zoo. Shifts 3 hours in length or more are preferred.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
8:30							
9am							
9:30							
10am							
10:30							
11am							
11:30							
Noon							
12:30							
1pm							
1:30							
2pm							
2:30							
3pm							
3:30							
4pm							
4:30							
5pm							

Conditions

I agree to advise the Zoo in writing of any physical limitations which could affect or be affected by any internship activities I assume. I understand it is my responsibility to provide this information and I release the Zoo from any liability for injuries or illnesses which result from my failure to advise the Zoo in writing of any such limitations.

I agree and understand that as an intern, the Zoo is not obligated to provide me any payment or benefit for my services. I also agree to release the Lafayette City Board of Parks and Recreation, its employees and agents (collectively the Zoo) from any liability in the event I am injured or suffer damage as a result of my internship activities at the Zoo. I agree not to pursue any claim or initiate any action against the Zoo in the event I am injured or suffer damage as a result of the negligence of the Zoo. I understand and agree that this is an express assumption of risk and this release and waiver is made on my own behalf and on behalf of my heirs, executors, representatives and assigns.

I understand that the Zoo may require alcohol, drug and substance abuse screening, and I consent to such an examination and authorize the release of the results of such an examination to the Zoo.

I hereby authorize a law enforcement background check and investigation of all statements in this application and request any company, institution, or persons, including police agencies, contacted as part of this investigation to provide any and all pertinent information. To assure their cooperation, I hereby release them from all liability for any damage that may result from furnishing this information to the Zoo.

I understand that acceptance into the internship program, and successful completion of the requirements of the internship, is not and does not guarantee an offer of future employment.

All information provided herein is true, correct and complete.

Applicant Signature: _____ Date: _____

Please Note: A separate background check form will be required for completion during the application process. This form will be provided by Columbian Park Zoo.

To submit your internship application:

Please attach:

- 1. A cover letter explaining why you are applying for an internship at the Columbian Park Zoo
- 2. Resume
- 3. Two signed letters of recommendation
- 4. A copy of your current college transcript
- 5. A schedule of availability (use form attached)

Send to:

Columbian Park Zoo
Internship Program
1915 Scott Street
Lafayette, IN 47904

All materials must be included at the time of submission. Incomplete applications will not be considered.